

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 07	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 110	3. OCC FUNC.	4. OFF. TITLE CD 0003	5. OFF. TITLE (38) ECONMST						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02			
11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)		
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 1 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) ON N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 07							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th		9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE													
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 04 22 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RGEG 6=Policy Analysis GEG		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD(1) Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other															
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE						31. DATE									

32. REMARKS

Standard Job #110-07

A. Major Duties

The incumbent performs limited economic analysis and research, either providing technical support to higher-grade economists, or independently performing assignments in accordance with established precedents.

Incumbent participates with higher-grade economists in defining research objectives.

Conducts specific segments of research projects according to precedented research methods or other technical approaches.

Collects and compiles data from primary and secondary sources, verifies and analyzes data, and prepares drafts of written reports.

Assignments may also require literature search, data or other information retrieval, and preparation of tables, graphs and statistical analyses and interpretations.

Performs other duties relative to the assignment.

B. Evaluation Factors

1. Knowledge Required by the Position

Professional knowledge of economic theory, principles and concepts, and conventional research and analytical methods and techniques, to perform independent assignments involving well-precedented projects, or to provide technical support to a higher grade economist.

Knowledge and skill to perform economic analysis and investigations of limited scope and complexity, which are designed to contribute to the continuing professional career development of the economist.

Knowledge of data processing techniques to carry out specific analytical and research assignments.

Knowledge of generally applied statistics and skills in fundamental mathematics to deal with numerical relationships.

2. Supervisory Controls

The supervisor or higher-graded economist makes assignments indicating what needs to be done, deadlines and priorities. Incumbent consults with the supervisor or higher-grade economists on unusual or unforeseen problems. Work is reviewed for factual and technical accuracy, its responsiveness to the economic issues, appropriate organization of written responses, methodology, sources and conformance with agency policy.

3. Guidelines

Specific guidelines are available and are in the form of Agency and Department policies and procedures. Some judgement is used in the selection of the methodology most appropriate to the economic question or issue being analyzed.

The supervisor or higher-grade economist is consulted in those situations where guidance is inadequate.

4. Complexity

Work assignments include subjects which consist of related steps and methods and which are designed to further the employee's orientation to the Agency terminology, procedures, data sources and their relationships. The nature and time constraints of the assignments are the main variables encountered and affect the type and kind of sources consulted and the method of presentation of completed tasks. Unusual situations are referred to the project leader or supervisor for assistance in resolving.

5. Scope and Effect

The purpose of the work assignments is to assist senior economists in elaborating research objectives, analyzing data, and preparing assigned segments of reports. The completed work contributes to the completion of larger economic studies or projects.

6. Personal Contacts

Contacts are with other economists and support staff in the immediate and related work units. The incumbent also maintains contacts with personnel of other U.S. government agencies, international organizations, and private research groups.

**Economist
GS-110-07**

Standard Job #110-07

7. Purpose of Contacts

The purpose of contacts is to obtain, exchange or transmit non-controversial factual information.

8. Physical Demands

The work is sedentary.

9. Work Environment

The work is performed in a typical office setting.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: